

**INVITATION FOR BIDS**

**Issue Date:** April 9, 2003 **IFB # 03-007**

**Title:** Cotton Boll Weevil Monitoring Program

**Commodity Code:** 94549

**Issuing Agency:** Commonwealth of Virginia  
 Department of Agriculture & Consumer Services - Office of Plant and Pest Services  
 Purchasing Office - Suite 513  
 P. O. Box 1163  
 Richmond, Virginia 23218

**Using Agency And/Or Location Where Work Will Be Performed:** Eastern Virginia

**Period Of Contract:** July 2003 to November 2003

**Sealed Bids Will Be Received Until:** 2:00 p.m. on May 6, 2003  
 For Furnishing the Services Described Herein and Then Opened in Public.

All Inquiries For Technical Information Should Be Directed To: Charles H. Hood, Cotton Trapping Coordinator, Telephone (757) 562-6637. Questions Related To Bid Submission And/Or Terms And Conditions Of This Invitation For Bids Should Be Directed To: Katherine Cook, CPPB, VCO, Senior Buyer, Telephone: (804) 786-3919, fax (804) 371-8372, or email at [kcook@vdacs.state.va.us](mailto:kcook@vdacs.state.va.us).

A copy of this solicitation is downloadable from the VDACS website, [www.vdacs.state.va.us](http://www.vdacs.state.va.us). Under Special Programs and quick links click on Procurement Opportunities for the Procurement Office page plus additional information on the Commonwealth's electronic/internet based procurement system, eVA.

If bids are mailed, send directly to issuing agency shown above. If bids are hand delivered (or delivered by courier or messenger service), deliver to: VDACS Procurement Office, Washington Building, 1100 Bank Street, Fifth Floor, Suite 513, Richmond, VA 23219.

It is the sole responsibility of the Bidder to ensure that his/her sealed bid is received by the due date and time. Late bids, or bids received unsealed, will not be accepted or considered. **Electronic Bids are not allowed and cannot be accepted.**

In Compliance With This Invitation For Bids And To All The Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish The Services At The Price(s) Indicated In Section VII, Pricing Schedule.

Name and Address of Firm:

_____	Date _____
_____	By: _____
	(Signature in Ink)
_____ Zip _____	Name: _____
	(Please Print)
FEI/FIN No. _____	Title: _____
Fax Number: _____	Telephone: (____) _____
E-Mail Address: _____	

PRE-BID CONFERENCE: A mandatory pre-bid conference has been scheduled for 10:00 am on April 17, 2003 at the Regional Workforce Development Center located on the Franklin Campus of the Paul D. Camp Community College. Bids will be accepted only from those bidders attending this pre-bid conference. No one will be admitted after 10:00 am.

**RETURN OF THIS PAGE IS REQUIRED**

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## **I. PURPOSE**

The intent and purpose of this Invitation for Bids (IFB) is to solicit sealed bids to establish a fixed unit price contract with one or more qualified firms or individuals for trap placement and monitoring for the 2003 trapping season, with a renewal option for the 2004 trapping season (See Section V, A., Renewal Of Contract) for Virginia's Cotton Boll Weevil Trapping Program. This program will be on behalf and in cooperation with the Southeastern Boll Weevil Eradication Foundation, Inc. (Foundation, Inc.), the Virginia Boll Weevil Eradication Foundation, Inc. (VBWEF), the Virginia Department of Agriculture and Consumer Services (VDACS-an agency of the Commonwealth of Virginia), and the Farm Service Agency (FSA).

## **II. SCOPE OF WORK**

The Contractor shall furnish all labor, supervision, transportation, and maps, as necessary, to place, service, and remove boll weevil traps in designated areas of Virginia.

### **A. CONTRACTOR'S RESPONSIBILITIES:**

The Contractor shall:

1. Purchase all maps needed for the assigned contract area at the Contractor's expense and furnish one complete set of maps showing the cotton fields to the appropriate VDACS Regional Supervisor before the start of the second cycle.
2. Submit survey data upon request to the Foundation, Inc. or to VDACS.
3. Report suspect or positive boll weevils by telephone on the day found or immediately on the next working day. All suspect weevils must be submitted for confirmation to a location specified by the Cotton Trapping Coordinator.
4. Provide adequate supervision and direction to employees, agents, and subcontractors.
5. Accept responsibility for maintaining and distributing Foundation, Inc. supplies and materials in a manner that minimizes loss and waste.
6. Advise the Foundation, Inc. or VDACS of any fields which were reported to be planted and were either not planted or destroyed. Assist with the location and mapping of fields which were unreported.
7. Obtain information from FSA regarding fields and acreage planted in cotton and provide maps of cotton fields to the Foundation, Inc. or to VDACS.
8. Meet as needed with VDACS personnel for transference of data and supplies, and immediately address all quality control issues in contract area.
9. Address any property owner complaints as instructed by VDACS.
10. Keep VDACS informed of trapping program status.

11. Observe caution and safety when operating vehicles along roadways and fields and instruct employees/trappers to do the same.

**B. THE SOUTHEASTERN BOLL WEEVIL ERADICATION FOUNDATION, INC. AND VDACS' RESPONSIBILITIES:**

The Foundation, Inc. and VDACS will:

1. Furnish traps, stakes, pheromone dispensers, identification signs, flashing amber lights and report forms, as needed, for the performance of the contract.
2. Assume responsibility for any treatments or other activity required to react to a boll weevil capture.
3. Identify the representative who will periodically evaluate trap placement and service schedule, and notify the Contractor of the results of these quality control evaluations.
4. Conduct a training session for all Contractor trapping personnel to review uniform standards of trap placement and monitoring.

**C. RATE OF TRAPPING:** Every field shall have a minimum of two (2) traps per field. A general rate of one (1) trap per ten (10) acres is required, thereafter the minimum number of traps placed on each field or aggregate field is required as follows:

0.1 - 24.9 ac. - 2 traps  
25.0 - 34.9 ac. - 3 traps  
35.0 - 44.9 ac. - 4 traps, etc.

Additional traps may be required for unusual field configuration, aggregations of fields, or other circumstances where supplemental trap exposure is judged necessary (See Attachment F).

**D. SERVICING TRAPS:**

1. Traps must be serviced every two weeks except during Cycle 2. Cycle 2 servicing of traps must occur 13 to 28 days following the initial placement of the traps in Cycle 1. For the 2003 trapping season, Cycle 2 servicing cannot begin before August 11, 2003 and must be completed by midnight on August 24, 2003. Beginning with Cycle 3, the trapping schedule must be maintained such that servicing shall occur 13 to 15 days from the previous servicing date. For example: If a trap was serviced in Cycle 2 on August 15th, the Cycle 3 service date shall occur on August 28th, 29th, or 30<sup>th</sup>. See Attachment B for Trap Cycle Completion Dates for 2003 and 2004.
2. At each servicing, a fresh pheromone dispenser shall be placed in the trap. Dispensers must be left in the trap for four weeks. On the second and subsequent servicing rounds, the older dispenser must be removed from the trap. Dispensers must be marked for identification. Dispensers must be taken from the field for disposal. Do not throw the dispensers on the ground.
3. Each trap must be dated when serviced with an acceptable indelible marker.

Traps that have been dated with marks that have washed off will be considered as traps that have not been checked.

4. Traps shall be examined and determined to be functional. Non-functional, inoperable, or missing trap components shall be replaced immediately. A functional trap shall meet the following requirements:
  - a. All components are present and correctly assembled.
  - b. There is no distortion in the screen permitting any space between the screen and the cylinder.
  - c. The entry hole at the top of the screen is open and without distortion.
  - d. A pest strip is in place inside the cylinder of the trap.
  - e. The screen and cylinder are clean and free of mud or other foreign matter.
  - f. Properly mounted on a stake.
5. A CBW Trapping Report must be completed and maintained as directed in the Cotton Boll Weevil Trapping Guidelines (Guidelines).

**E. TRAP PLACEMENT:**

1. Traps shall be in place by midnight August 10, 2003. Setting of these traps must not begin before July 16, 2003 (See Attachment B for 2004 trapping deadlines).
2. Traps shall be placed at prime locations and spaced to permit the highest degree of exposure to all portions of the field. Traps must be evenly distributed, staggered and shall not be placed at the corners of fields. After sites are selected, the trap shall be set where least likely to be disturbed by farm or road equipment. See Attachment F for a definition of prime trap locations and additional guidance on trap placement.
3. Traps must be kept free from visual and structural interference, such as tall vegetation, vines or poles. Trap area must be cleaned to allow good visibility of the trap. If this can't be accomplished, the trap must be moved to a more suitable location and the VDACS representative notified to see if the grower will clean field borders.
4. Several small fields may be aggregated under one field number and treated as a single field. Traps placed on common borders; ie, fences, ditches, roads, paths etc., shall be permitted provided that the traps are exposed on all sides and staggered. Refer to Section V, D. for a complete definition of an aggregated field.
5. Trap site selection must not be based solely on accessibility for servicing. Traps must be distributed evenly along sunny borders of fields. Traps shall not be placed on shaded, wooded sides of fields if sufficient coverage can be obtained along open sides of fields. If fields are divided by a road or ditch, traps must not be

placed across from each other on either side of the road or ditch.

6. Cotton Boll Weevil Trapping Guidelines (Guidelines) will be distributed and discussed in detail at the Contractor's training session in June. Contract trappers must follow the instructions in the Guidelines concerning trap placement and monitoring, site selection, and field aggregation. **If there is a question of interpretation, the VDACS Cotton Trapping Coordinator will make the final determination.**

**F. ACCESSIBILITY OF COTTON FIELDS:** Cotton producers will be informed that fields must be made accessible for Cotton Boll Weevil trapping. If access to a cotton field is blocked because of a locked gate or cable, the Contractor shall contact the operator of the farm and request that the field be made accessible. **If this fails, the Contractor must contact the Cotton Trapping Coordinator and report the inability to gain access to a field.** The Cotton Trapping Coordinator will then contact the grower and gain compliance. If a cotton farmer provides a key to the Contractor for access to locked gates, the Contractor assumes responsibility for this key and must return the key to the grower at the end of the trapping season.

**G. TRAPPER IDENTIFICATION:**

1. So that Contractors are easily identified, Contractors must display a Virginia Boll Weevil Eradication Foundation sign on their vehicle whenever placing, servicing or removing traps. This magnetic sign must be attached to the driver's side of their vehicle at all times during the course of each day's work. Upon exiting the last field of the day, Contractors must remove this sign from their vehicle. If this sign is damaged, the Contractor must notify VDACS immediately. This sign will be provided to the Contractors by the Foundation, Inc. and must be returned at the end of the contract period. Contractors not returning signs will be charged \$37.50 per sign. This amount will be deducted from their Cycle 8 paycheck.
2. Contractors must display a flashing amber light on the roof of their vehicle whenever they are placing, servicing or removing traps. This light must be on and properly functioning any time the Contractor is in a field. Upon exiting the last field of the day, Contractors must remove the flashing amber light and store it inside their vehicle. If a light is damaged and becomes inoperable, the Contractor must notify VDACS immediately. This light will be provided to the Contractors by the Foundation, Inc. and must be returned at the end of the contract period. Contractors not returning lights will be charged \$25.00 per light. This amount will be deducted from their Cycle 8 paycheck.

**H. TRAP NUMBERING:** Each trap must be marked with a unit and field number. Traps within a field must be identified by letter and number (See Attachment C). Specific numbering instructions will be covered in the Guidelines.

**I. TRAP REMOVAL:** Removal of traps shall begin on November 3, 2003 and end by November 16, 2003 (See Attachment B for 2004 Trap Removal Deadlines). These cycles may lengthen or shorten due to seasonal conditions. Traps shall be removed when stalks are disked/plowed and this acreage deleted from invoices for the remainder of the season.

**J. BOLL WEEVIL DETECTION ACTION:** In the event a native boll weevil is caught, the

number of traps and servicing will increase. The Foundation, Inc. and VDACS will, at their discretion, negotiate with the Contractor for payment for additional services or remove from contract the field(s) involved.

- K. **TRAP STORAGE AND HANDLING:** Traps and trap parts must be stored in a secure area protected from weather or any other elements which may deteriorate the traps, trap parts, or containers. Pheromone dispensers must be kept refrigerated in sealed containers. Contractors should not carry more dispensers to the field than will be needed for each day.

Contractors can use the following information to determine the amount of storage space needed for storing their trapping supplies.

**Traps:**

Average total number of traps needed = total acres ÷ 6

162 traps are packed in 2 cases measuring 22" x 19" x 13" each

**Lures:**

**Must be kept refrigerated until day of use!!**

7 lures needed per trap

2,500 lures per 8" x 10" x 1" bag

100 bags per carton

**Stakes:**

1 per trap - 5 feet long - packed 500 per 18" bundle

- L. **ORIENTATION OR TRAINING:** All Contractors and their employees/trappers shall attend a training session conducted by VDACS personnel prior to June 27. **Anyone trapping and/or filling out reports must attend this training.**

Cotton Boll Weevil Trapping Guidelines (Guidelines) will be distributed and discussed in detail at the training session. The Guidelines will provide detailed instructions concerning trap placement and monitoring, site selection, and field aggregation.

- III. **PRE-BID CONFERENCE:** A mandatory prebid conference will be held on April 17, 2003 at 10:00 am. This pre-bid conference will be held at the Regional Workforce Development Center at the Franklin Campus of Paul D. Camp Community College. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Due to the importance of all bidders having a clear understanding of the specifications and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a bid. Bids will only be accepted from those bidders who are represented at the prebid conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:00 am. See Attachment H for directions.

IV. **GENERAL TERMS AND CONDITIONS**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims



is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the VDACS purchasing office and is accessible on the Internet at [www.dgs.state.va.us/dps under "Manuals"](http://www.dgs.state.va.us/dps_under%20Manuals).

- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia* § 2.2-4343.1E).

In every contract over \$10,000, the provisions in 1. and 2. below apply:

- 1. During the performance of this contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids, bidders certify that their



bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged.

- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs:** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the Bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- I. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revision to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
  - 1. To Prime Contractor:
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships,

partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is to be made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A Contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee.

These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

- K. **PRECEDENCE OF TERMS:** Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF BIDDERS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary, to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any one of the following ways:
  - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to

determine the correct number of units independently; or

- c. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

1. Workers' Compensation - Statutory requirements and benefits.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain

Commercial General Liability coverage.

4. Automobile Liability- \$500,000 - Combined single limit.

R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$30,000 as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.state.va.us](http://www.eva.state.va.us)) for a minimum of 10 days.

S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his/her objection, access to equivalent goods, service, or disbursements from an alternative provider.

U. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service, and complete the Ariba Commerce Services Network Registration.

Vendors are strongly encouraged to register prior to submitting a bid or offer. Failure to register will result in the bid being found non-responsive and rejected. All vendors must register in both the eVA and the Ariba Commerce Services Network Vendor Registration Systems.

- a. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding, as they become available.
- b. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.

Effective until July 1, 2003, the Commonwealth will direct AMS not to invoice for the 1% transaction fee for orders issued during the period July 1, 2002 through June 30, 2003, to allow additional time for vendors to become electronically enabled. AMS will continue to invoice for transaction fees accrued prior to July 1, 2002. To enable vendors to analyze the future impact of transaction fees, AMS will issue "no pay" invoices for transaction fees that would normally accrue during the period of July 1, 2002 through June 30, 2003. For contracts that extend beyond June 30, 2003, Contractors may request price adjustments to incorporate the eVA transaction fee, as provided in the Price Escalation/De-escalation clause in the Special Terms and Conditions of the contract.

- c. Ariba Commerce Services Network Registration: The Ariba Commerce Services Network (ACSN) registration is required and provides the tool used to transmit information electronically between state agencies and vendors. There is no additional fee for this service.

## V. SPECIAL TERMS AND CONDITIONS

- A. **RENEWAL OF CONTRACT:** These contracts may be renewed by the Commonwealth for one year under the terms and conditions of the original contract except as stated below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the start date of each contract period.

If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Other Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.



**B. BIDDER RESTRICTIONS:** Bidders may bid on more than one bid unit only if they have been awarded a previous Virginia cotton boll weevil trapping contract and completed the contract to the satisfaction of VDACS or if they have had previous satisfactory work experience as a cotton boll weevil trapper in another state's cotton boll weevil trapping program. Previous cotton boll weevil trapping experience should be indicated on Attachment A.

**C. CONFLICT OF INTEREST:** By submitting this bid, the Bidder certifies that employment in this cotton trapping program does not constitute a conflict of interest in regard to each of the following:

1. Contractors/trappers shall not be a member of the immediate family of any employee of the Virginia Department of Agriculture and Consumer Services. (Immediate family is defined as husband/wife, father/mother, son/daughter, brother/sister, grandfather/grandmother, or grandson/ granddaughter).

Contractors/trappers shall not be members of the VDACS Board of Agriculture, the VBWEF, Inc. Board of Directors, or employees/officers of VDACS.

2. Contractors/trappers and members of their immediate families, as defined above in C.1., must not own, manage or grow cotton within any bid unit that they are awarded. Bid units are described in Attachment D.
3. If the Contractor/trapper's personal circumstances relating to possible conflicts of interest change after the contract is awarded, the Contractor/trapper shall immediately notify VDACS' Purchasing Office. Depending on the degree of conflict, the Contractor/trapper understands that his/her contract may be withdrawn/canceled and reissued to another Contractor/trapper. VDACS will only be responsible for approving payment to the Contractor/trapper for work completed through the date such notice was made.

**D. FIELD:** Definition: For the purpose of this contract a field can be a single field or an aggregate of several fields. Several small fields (each less than 5 acres) may be aggregated to each other or to a single larger base field (greater than 5 acres) under one field number, provided:

- the field(s) being aggregated to the base field or to each other are each less than 5 acres;
- are within 30 feet of each other;
- have no visual obstructions, such as woods, woodlines, brush, or tall crops (taller than 3 feet) between them;
- total no more than 4 fields including the base field.

The resulting aggregate field shall be treated as a single field. Field aggregates must be identified by the Contractor on supplied maps. The Contractor will be notified if aggregates exceed the definition.

**E. LIABILITIES OF CONTRACTOR, VDACS AND FOUNDATION, INC.:** VDACS and the Foundation, Inc. will not assume any responsibility whatsoever for loss or damage of equipment owned or operated by the Contractor, his employees or subcontractors or for the injury to or death of the Contractor, his agents, or employees or subcontractors. The



Contractor shall be responsible for any negligent or wrongful acts or omissions of his employees, agents or subcontractors of this contract.

- F. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
  
- G. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of VDACS and the Foundation, Inc. In addition, no more than 50% of the work to be completed will be allowed to be subcontracted. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall first furnish to VDACS and the Foundation, Inc. the names, qualifications and experiences of their proposed subcontractors. This information must be furnished to VDACS and the Foundation, Inc. no later than thirty (30) days prior to trapping initiation. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractors and shall assure compliance with all requirements of the contract.
  
- H. **ADDITIONAL INSURANCE:** By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, he/she shall have the insurance coverages specified in Section IV, Q. within ten (10) days of notification of award.

The Contractor shall provide VDACS' Purchasing Office a Commonwealth of Virginia Certificate of Insurance for his firm, and if subcontractors are used, for specified subcontractors prior to the start of any work under the contract. The Commonwealth of Virginia/VDACS shall be named as co-insured on all insurance policies listed.

The Commonwealth and the Foundation, Inc. reserve the right to require higher limits on any contract, provided notice of such requirements is stated in the solicitation.

A thirty-day (30) written notice of cancellation or non-renewal of the insurance policy shall be furnished by certified mail to the Purchasing Office at the address indicated on the solicitation.

- I. **PENALTIES:** The Contractor's failure to perform the services required in strict compliance with the Foundation, Inc.'s guidelines and standards may result in damages. Contractor's compliance with the Foundation, Inc.'s guidelines and standards will be determined at the end of each trapping cycle by VDACS or the Foundation, Inc., using the CBW Trapping Quality Control Worksheet (See Attachment G). Penalties will be assessed during that cycle based on deficiencies documented in the Quality Control Worksheet (QCW). The VDACS Regional Supervisor has the discretion to reduce or eliminate penalties documented on the QCW if extenuating circumstances exist beyond the control of the Contractor that make it impossible for the Contractor to meet the Foundation, Inc.'s guidelines and standards.

VDACS will check and evaluate at least ten (10) fields per cycle that are representative of the bid unit. Quality control worksheets will be given to the Contractor following these field checks. The Contractor must correct any problems documented on the worksheets within five working days of receipt. This deadline can be extended, at the discretion of the VDACS

Regional Supervisor, if unusual circumstances exist making it impossible for the Contractor to make all corrections within 5 working days. Worksheets, signed by the Contractor, must be returned to the VDACS Regional Supervisor once the corrections are completed. To avoid further penalties on other similar deficiencies within the bid unit, these deficiencies must be corrected within 14 days of the Contractor receiving the worksheet.

All items on the worksheet are considered important; however, those marked with a plus sign (+) are considered critical. Penalties for critical items will be assessed at the time that the infraction is observed by the quality control inspector. No warnings will be issued for critical items. Critical items must be corrected within five days or additional penalties will be assessed. Penalties will not be assessed on non-critical items if they are corrected within five days.

**Occurrence:** Definition: For the purposes of this contract, an occurrence is defined as any infraction that is observed during routine representative checks and evaluations of at least ten (10) fields in the bid unit and is documented on the Quality Control Worksheet (QCW). Additionally, any infraction brought to the attention of the quality control inspector by growers, VDACS personnel or the general public will be considered an occurrence if the quality control inspector investigates the incidence and documents an infraction on a QCW. Any additional infractions that are the same as those documented on the QCW and are found in cotton fields in the vicinity of evaluated fields will not be considered as additional occurrences during that cycle.

The sum total of all penalties for a particular cycle will not exceed 50% of the contract payment for that cycle, provided the Contractor has made a good faith effort to fulfill the obligations of the contract. Under no circumstances will the summed total of penalties for a particular cycle exceed the total amount of that cycle's payment.

## 1. **CBW TRAPPING QUALITY CONTROL WORKSHEET PENALTIES:**

### **TRAP PLACEMENT:**

**Number of Traps:** All fields must have a minimum of 2 traps per field. A general rule is to place 1 trap per 10 acres. Some oddly configured fields may require placement of additional traps. This category includes improper aggregation of fields resulting in too few traps in a field. The penalty for failure to place a sufficient number of traps as required in the contract and Guidelines in each field will be \$300 per occurrence.

**Trap Site Selection, Distribution and Location:** Traps must be distributed around the field as specified in the contract and Guidelines to achieve complete coverage of the field. Traps shall not be placed side by side across paths or roads. Traps must be placed near the cotton field edge; no farther than 10 feet from the cotton unless approval is received from the VDACS representative. Traps must be placed where they are visible to boll weevils. They must not be placed on the side of telephone poles or trees where they face away from the cotton field to be trapped. Failure to place traps as required in the contract and Guidelines will result in a penalty of \$300 per occurrence.

### **TRAP SERVICING:**

**Traps Functional (+):** Traps must be properly assembled and mounted on a stake with a current bait and pesticide strip as required in the contract and Guidelines. Every trap must have a current or fresh lure in it at all times. A new lure shall be placed in the trap each cycle. The new lure must be marked with the current cycle number. Beginning with the first trap check in Cycle 2, every trap must have the lure from the previous cycle and the current cycle in it. Failure to maintain functional traps will result in a penalty of \$300 per occurrence.

**Serviced on Schedule (+):** Traps must be serviced every two (2) weeks except during Cycle 2. Cycle 2 servicing of traps must occur 13 to 28 days following the initial placement of the traps in Cycle 1. Cycle 2 servicing cannot begin before August 11, 2003 and must be completed by midnight on August 24, 2003. Beginning with Cycle 3, servicing must occur 13 to 15 days from the previous servicing date. A new bait must be installed at each cycle visit to the trap. The trap must be checked for weevils. Failure to service the traps as required in the contract and Guidelines will result in a penalty of \$300 per occurrence. (See Attachment B for servicing schedule for 2004).

**Traps Dated (+):** Traps must have the date the trap was set and serviced written on the outside of the trap. A permanent marker must be used to mark the set/check date on the trap. Dates that wash off of the trap will be considered not dated. Failure to properly mark traps with the set/check date, pre-dating traps before they are checked, or backdating traps will result in a penalty of \$300 per occurrence.

**Field/Unit Identification:** Each trap must be marked with the contract unit number, field number and trap number. Failure to mark traps with this information will result in a penalty of \$300 per occurrence.

**Lure Removed From Field:** All lure that is 4 weeks old must be removed from the field when the traps are serviced. Old lure must not be dropped on the ground at the trap site. Failure to remove old lure from the field will result in a penalty of \$300 per occurrence.

**Trap Areas Clear:** Continued quality control violations on this item would indicate poor site selection and therefore the trap should be moved to prevent being penalized under the trap site selection category. If you need assistance in getting the grower to mow the edge of the field, contact your VDACS representative.

**Traps Standing:** Traps must be standing to be functional. If traps are down due to weather conditions, they must be reset as soon as possible. If traps are down due to improper staking, the Contractor will be subject to a \$300 fine per occurrence.

#### **MAP AND TRAPPING RECORD QUALITY:**

VDACS will refuse to accept maps and trapping records that are not properly prepared. Maps must show correct field locations, correct field numbers, correct trap locations, correct trap numbers, and correct cotton acreage planted in cotton must be

shown in each field. Payment for Cycle I will be withheld until properly prepared maps and/or trapping records are submitted to the Regional Supervisor. Payment for subsequent cycles will be withheld until properly prepared trapping records are submitted to the Regional Supervisor for each cycle.

## 2. ADDITIONAL PENALTIES:

**Failure To Find Marked Weevil:** A female boll weevil lays an average of 160 eggs during her adult life. By the end of the second generation, which lasts approximately 18 days, the progeny of the original female weevil could number as many as 10,240. Because of the weevil's ability to increase its population so rapidly, it is essential that the traps are checked in a proper and timely manner so that new infestations are discovered as quickly as possible. To ensure that the traps are properly checked, beginning with Cycle 2, quality control personnel will set marked weevils in traps in each Contractor's Bid Unit at the rate of 1 marked weevil per 10,000 acres or less. This procedure will continue through Cycle 7. A \$25.00 reward will be paid for each MARKED weevil found.

Any weevils found must be reported to your VDACS representative on the same day it is collected, or immediately on the next working day, along with information concerning field and trap identification. In the event that marked boll weevils are not reported, the following procedures will apply:

- a. Program personnel will return to the trap site to determine whether or not the trap had been serviced.
- b. If there is evidence that the field had been checked and the marked boll weevil is found in the trap, an automatic penalty of \$300 will be assessed for each weevil the Contractor does not find.
- c. If there is no evidence the field was checked and the marked boll weevil is found in the trap, the reason the field was not monitored will be investigated. An unsatisfactory explanation will result in a procedural penalty of \$300.
- d. If there is evidence that the field had been checked and the marked boll weevil is not in the trap, the Contractor will be notified. In this situation, the trap may have been knocked down or tampered with. After receiving a warning, a repeated occurrence of this situation indicates failure of the trapper to identify boll weevils in the process of checking traps. Corrective action is necessary and a penalty of \$300 will be imposed.

**Failure To Remove Traps From Fields:** The payment for Cycle 8 will be withheld until all traps have been removed from the fields. Quality control personnel will determine when all traps have been removed based on random field inspections. When they certify that all traps have been properly removed by each Contractor, the final payment will be released to the Contractor. If traps are discovered in cotton fields after the Contractor has received final payment, a penalty of \$10.00 per trap left in the field will be imposed on the Contractor who must submit payment of this penalty to the Foundation, Inc.

**Failure To Correct A Critical Trapping Deficiency:** Failure to correct a criticaltrapping deficiency listed on the Quality Control Worksheet within five (5) days will result in an additional penalty of \$300 per occurrence.

All other trapping locations with similar or like critical deficiencies must be corrected by the Contractor within fourteen (14) days to avoid receiving an additional penalty of \$300 per occurrence.

The rewards/penalties will be added/deducted from the payment invoice for each cycle.

- J. VEHICLE IDENTIFICATION EQUIPMENT CHARGES:** Contractors must return all Virginia Cotton Boll Weevil Eradication signs and flashing amber lights at the end of Cycle 8. If all signs and lights are not returned in good condition, the Contractor must reimburse the Foundation, Inc. for the value of these items. Any charges related to the failure of the Contractor to return this equipment will result in these charges being subtracted from the Cycle 8 payment.
1. Failure to return the Virginia Cotton Boll Weevil Eradication signs will incur a charge of \$37.50 per sign from the Contractor's Cycle 8 paycheck.
  2. Failure to return the flashing amber lights will incur a charge of \$25.00 per light from the Contractor's Cycle 8 paycheck.
- K. NOTIFICATION OF NON-COMPLIANCE WITH TERMS OF THE CONTRACT:** Any incident in which a Contractor is not in compliance with terms of this contract will be documented by VDACS or the Foundation, Inc. A copy of this report will be given to the Contractor. All approved reports will be subject to the appropriate provisions, and penalties assessed will be deducted from payments due the Contractor. If the Contractor has been paid for services not performed in accordance with this contract, the Contractor will be charged and must refund any payments paid for services improperly performed.
- L. BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 45 days. At the end of the 45 days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
- M. AWARD:** VDACS and the Foundation, Inc. will make the award(s) on a fixed unit price basis to the lowest responsive and responsible Bidder(s) for each individual bid unit (See Attachment D). Due consideration will be given to price, previous experience and the ability of the Bidder to render required services. VDACS and the Foundation, Inc. reserve the right to conduct any tests or inspections they may deem advisable and to make all evaluations. VDACS and the Foundation, Inc. reserve the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- N. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may

hereafter become available for the purpose of this agreement.

- O. INDEMNIFICATION:** The Contractor agrees to indemnify, defend, and hold harmless the Commonwealth of Virginia and the Foundation, Inc., their officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor and any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.
- P. AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- Q. IDENTIFICATION OF BID ENVELOPE:** The signed bid should be returned in a separate envelope or package, **sealed** and identified as follows:

From _____	<u>May 6, 2003</u>	<u>2:00 p.m.</u>
Name of Bidder	Due Date	Time
_____		<u>03-007</u>
Street or Box Number		IFB No.
_____	<u>Cotton Boll Weevil Monitoring Program</u>	
City, State, Zip Code	IFB Title	

Name of Contract Officer: Katherine Cook, CPPB, VCO, Senior Buyer.

**The envelope should be addressed as directed on Page 1. The IFB number above must be placed on the outside of the bid envelope.**

The Bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the Purchasing Office, Suite 513. No other correspondence or other bids should be placed in the envelope.

- R. NEGOTIATIONS WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, the Commonwealth reserves the right granted by §2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the agency's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the lowest bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to



negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the agency and the lowest responsible, responsive bidder.

## **VI. METHOD OF PAYMENT**

The Contractors will be paid on the basis of invoices submitted. Invoices shall only be submitted, to the appropriate Regional Supervisor, upon completion of each trapping cycle and acceptance of the trapping or monitoring of each individual unit. The invoices must show the unit trapped, number of acres, unit price per acre and total cost. Invoices should be submitted within three days of the completion of the trapping cycle.

## **VII. PRICING SCHEDULE**

The pricing schedule consists of eleven individual units. Qualified bidders may bid on one or all units by indicating the price per acre per cycle or the words (No Bid) on the unit not



bid. **First year Bidders shall bid on only one of the individual bid units see Section V, B.** See Attachment D for Bid Unit descriptions and estimated acreage.

BID UNIT VIR001:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR002:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR003:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR004:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR005:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR006:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR007:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR008:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR009:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR010:      \$\_\_\_\_\_per acre per cycle

BID UNIT VIR011:      \$\_\_\_\_\_per acre per cycle

**RETURN OF THIS PAGE IS REQUIRED**

**ATTACHMENT A**

**CONTRACTOR DATA SHEET**

To Be Completed By Bidder and returned with bid. Attach additional sheets if necessary.

1. **QUALIFICATION OF BIDDER:** The Bidder must have the capability and capacity, in all respects, to fully satisfy all of the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service:  
 \_\_\_\_\_ years      \_\_\_\_\_ months
3. **MINORITY BUSINESS:** Please indicate if your firm is one of the following:  
 Minority owned: \_\_\_\_yes \_\_\_\_no  
 Women owned: \_\_\_\_yes \_\_\_\_no  
 Small business: \_\_\_\_yes \_\_\_\_no  
  
 This information is requested for informational purposes only.
4. **REFERENCES:** Indicate in the space provided below a listing of at least three (3) recent references for whom you have provided this type of service. Include the date service was furnished and the name and address of the person VDACS has your permission to contact.

**CLIENT/ADDRESS**

**SERVICE DATES**

**PERSON TO CONTACT  
AND PHONE NUMBER**

1.

2.

3.

**RETURN OF THIS PAGE IS REQUIRED**

**ATTACHMENT B****TRAP CYCLE COMPLETION DATES<sup>1</sup>**

	<b>2003 Trapping Schedule</b>	<b>2004 Trapping Schedule</b>	<b>Action</b>
	Beginning July 16, 2003	Beginning July 16, 2004	Contact FSA Offices
Cycle 1	July 16 – August 10, 2003	July 16 – August 8, 2004	Traps Placed in Fields
Cycle 2	August 11 – 24, 2003	August 9 – 22, 2004	Traps Monitored
Cycle 3	August 25 – September 7, 2003	August 23 – September 5, 2004	Traps Monitored Change Kill Strip <sup>2</sup>
Cycle 4	September 8 – 21, 2003	September 6 – 19, 2004	Traps Monitored
Cycle 5	September 22 – October 5, 2003	September 20 – October 3, 2004	Traps Monitored Change Kill Strip <sup>2</sup>
Cycle 6	October 6 – 19, 2003	October 4 – 17, 2004	Traps Monitored
Cycle 7	October 20 – November 2, 2003	October 18 – October 31, 2004	Traps Monitored
Cycle 8	November 3 – 16, 2003	November 1 – 14, 2004	Traps Monitored Traps Removed From Fields

<sup>1</sup> This schedule assumes that information from FSA will be available to complete mapping of fields in a timely manner. If not, an adjustment will have to be made in the trap cycles. The last trap cycle may lengthen or shorten due to seasonal conditions.

<sup>2</sup> Cycles for changing kill strip may vary depending on type of kill strip used each year.

## ATTACHMENT C

### MAPPING PROCEDURES

All blank maps (county highway, orthophotoquad or topographic maps) must be supplied by the Contractor. The Contractor shall obtain cotton field information and location from the appropriate FSA Office.

- a. The Contractor shall obtain a copy of the Cotton Acreage Report for each cotton producer in that county from the FSA Office. From this form, the Contractor must find tract, field and farm numbers for each field. This form will also indicate the appropriate FSA aerial photograph number for locating individual cotton fields.
- b. As each cotton field is located on an aerial photograph, the field must be outlined with a red pen or pencil on a topographic map or orthophotoquad (whichever is available to the Foundation, Inc.). The Contractor must show the field or aggregate field location, relative size, and shape outline. The Contractor may wish to place the farm number and operator's name within the field outline on their work copies as a reference.
- c. Once fields are located on topographic maps or orthophotoquads, county highway maps must be plotted to show the quad locations occurring within that Contractor's trapping area.
- d. Once all fields are located on all the maps, begin numbering fields with odd numbers beginning with 1, 3, 5, etc. Start numbering from northernmost fields, either in NW or NE quadrant, and go in a clockwise direction through each quadrant. Circle each field or aggregate with a fine black pen and place field number within the circle. Additional cotton fields located after initial mapping has been completed must be located on maps and assigned an even number following the nearest odd numbered field. Trap location shall be noted on all fields plotted on topographic maps or orthophotoquads. This must be done during initial trap installation.

**Due Dates: County highway maps, topographic maps or orthophotoquads: August 11, 2003 and August 9, 2004.**

- e. Contractors must keep sufficient finished copies to meet their needs, and must furnish the Foundation, Inc. with a completed original set of county highway maps and topographic and/or orthophotoquads on the due date noted above. All submitted maps must have the year, the contract number, and the bid unit number written on the bottom right hand corner of the map.
- f. The Contractor must complete all mapping procedures stipulated in the contract and Guidelines to the satisfaction of the VDACS Regional Supervisor. If maps are unsatisfactory, they must be corrected before Cycle 1 payment will be made.

**ATTACHMENT D****BID UNIT DESCRIPTION AND ESTIMATED ACREAGE****INDIVIDUAL BID UNITS**

<u>BID UNIT DESCRIPTION</u>	<u>* ESTIMATED ACREAGE</u>
<u>Bid Unit VIR001</u> Accomack and Northampton Counties	2,300
<u>Bid Unit VIR002</u> Charles City, New Kent, King William, Essex and King & Queen Counties	2,655
<u>Bid Unit VIR003</u> Dinwiddie, Amelia and Prince George Counties	3,893
<u>Bid Unit VIR004</u> Surry and Sussex Counties	9,500
<u>Bid Unit VIR005</u> Greensville and Brunswick Counties	10,600
<u>Bid Unit VIR006</u> Isle of Wight County	20,000
<u>Bid Unit VIR007</u> Cities of Suffolk and Chesapeake	16,300
<u>Bid Unit VIR008</u> Southampton County - Area 1 North of Rt. 58, West of Rts. 35 & 616, North of Rt. 621 (See Map, Attachment E)	8,700
<u>Bid Unit VIR009</u> Southampton County - Area 2 South of Rt. 58, West of Rt. 35 (See Map, Attachment E)	8,000
<u>Bid Unit VIR010</u> Southampton County - Area 3 South of Rt. 58, East of Rt. 35 (See Map, Attachment E)	10,300

Bid Unit VIR011

5,000

Southampton County - Area 4

North of Rt. 58, East of Rts. 35 & 616, South of Rt. 621

(See Map, Attachment E)

The Southeastern Boll Weevil Eradication Foundation, Inc. and the Virginia Department of Agriculture and Consumer Services will make the award based on the PER ACRE PER CYCLE price to the lowest responsive and responsible Bidder.

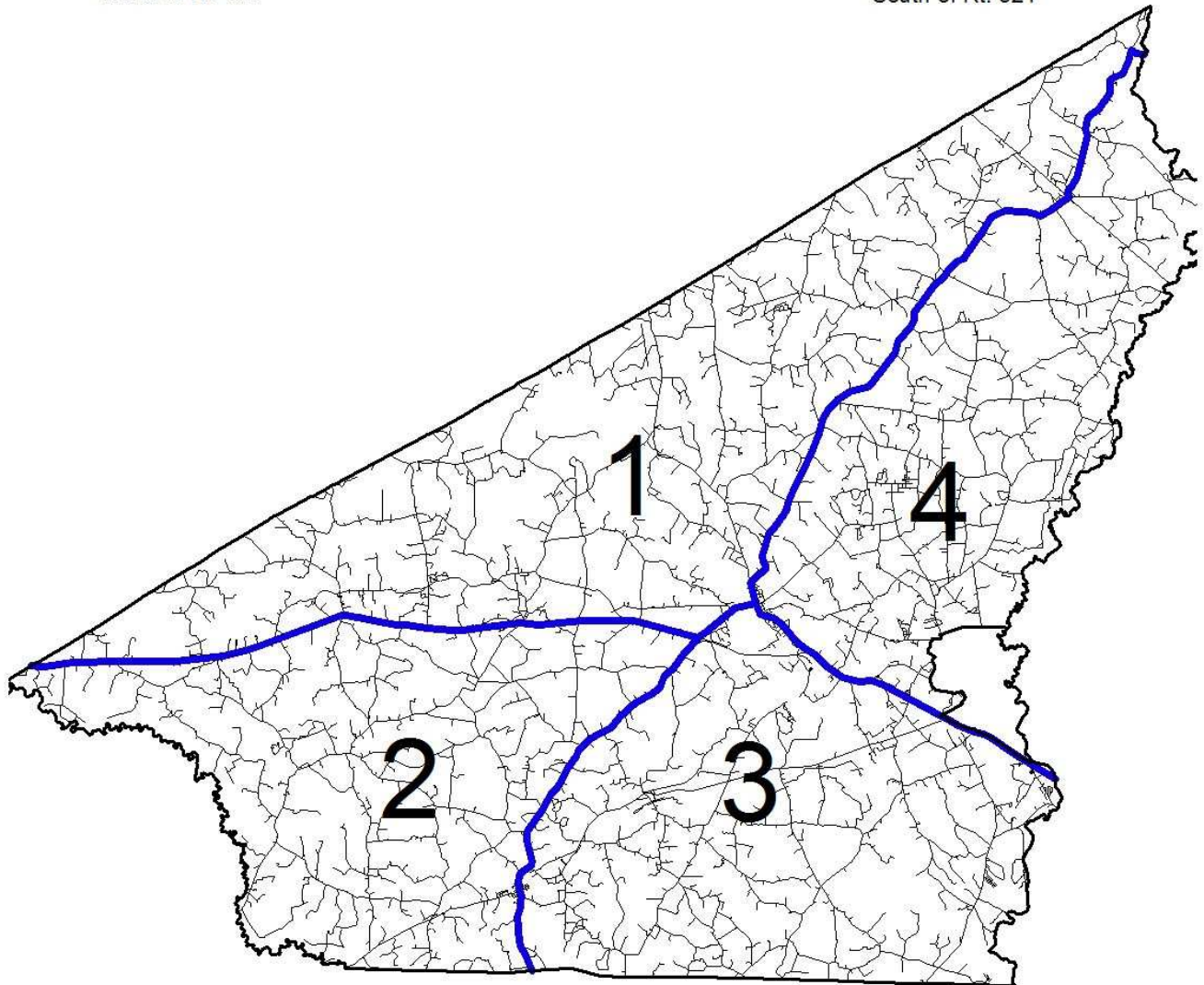
**\*NOTE:** Estimated acreage is based on the most recent information at this time. Acreage may significantly change, either increase or decrease by the July 16<sup>th</sup> starting date. If additional acreage is planted in counties/cities adjacent to a Bid Unit, such as Lunenburg, Richmond, Gloucester, Westmoreland, etc. this acreage will be added to the appropriate adjacent Bid Unit.

Estimated acreage for the 2004 trapping season will be included in the 2004 contract renewal.

## SOUTHAMPTON COUNTY TRAPPING AREAS

AREA 1  
North of Rt. 58  
West of Rts. 35 & 616  
North of Rt. 621

AREA 4  
North of Rt. 58  
East of Rts. 35 & 616  
South of Rt. 621



AREA 2  
South of Rt. 58  
West of Rt. 35

AREA 3  
South of Rt. 58  
East of Rt. 35



## ATTACHMENT F

## PRIME TRAP LOCATIONS

Extensive tests have shown that the boll weevil responds to the color of the trap as well as the pheromone. Therefore, a prime trap location would be in an open area exposed to sunlight with at least 180 degrees visibility. Placement of traps along field borders, ditches or into borders of adjacent fields will generally fulfill this requirement. Traps must be equally spaced along the exposed edge of a field. Traps must not be placed at the corners of a field but must be moved in an appropriate distance to maintain equal spacing. Additional guidelines on trap placement will be provided at the training session in June.

**NOTE: VDACS reserves the right to require more extensive trap placement guidelines in fields where there is a likelihood that cotton boll weevils may be present based upon past trapping data.**

The following illustrations are provided for guidance.

**Figure 1**

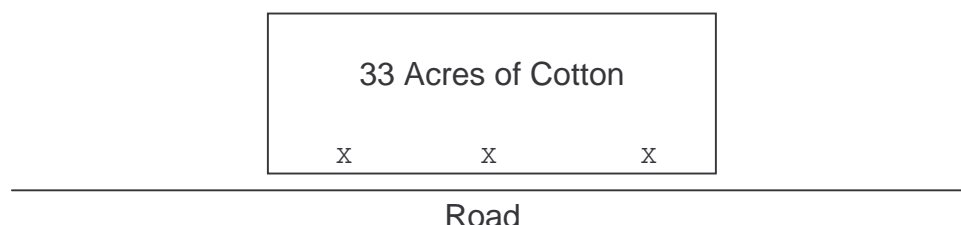


Figure 1. Fields may be trapped along the field border adjacent to a roadway. Note that traps must be evenly distributed along the field border and must be set in from the corners of the field to obtain maximum coverage.

**Figure 2**

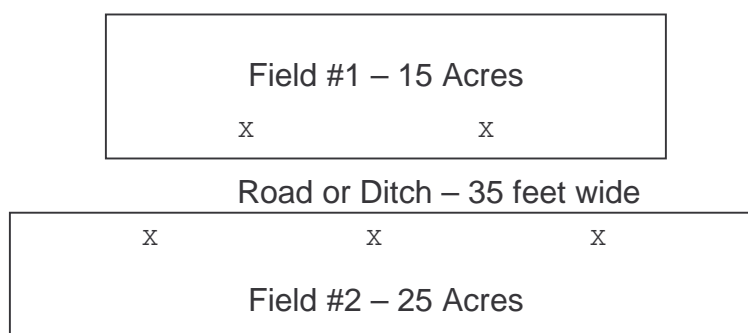


Figure 2. If a road or ditch divides two fields, traps may be placed along the sides of the fields adjacent to the road or ditch but must not be across from each other. Again note that traps must be evenly distributed, staggered and must not be placed at the corners of fields.

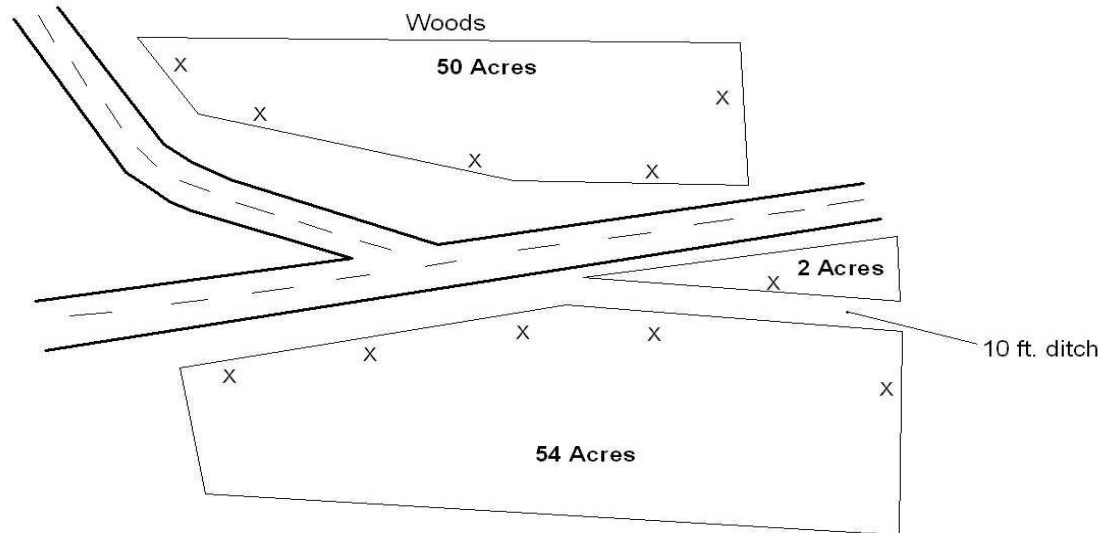
**Figure 3**

Figure 3. Major Highways. Experience has shown that the boll weevil may hitchhike on or in vehicles. Particular attention must be given to trap placement on cotton fields adjacent to or within 1/2 mile of major highways where traffic may originate from infested cotton producing areas. Emphasis must be given to trapping the portions of the field nearest the highway. At interchanges, traps shall be orientated to any service stations, restaurants, motels, truck terminals or tourist attractions. Note aggregation of 2 acre field with 54 acre field.

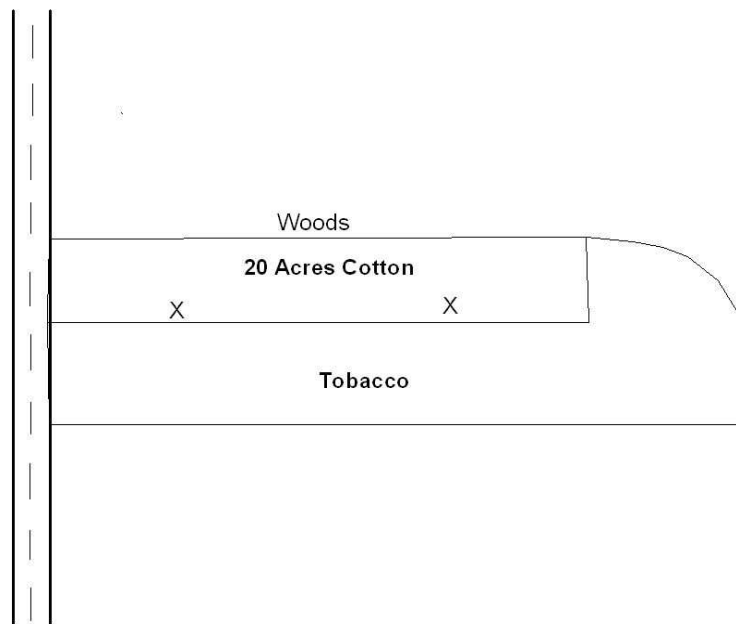
**Figure 4**

Figure 4. If a cotton field has limited road frontage, **DO NOT** bunch traps up at narrow end of field. You must walk along the edge of the field to get the proper distribution of traps.

**ATTACHMENT G**

## CBW TRAPPING QUALITY CONTROL WORKSHEET

UNIT # \_\_\_\_\_

DATE CHECKED \_\_\_\_\_

FIELD # \_\_\_\_\_

FIELD BORDER CLEAN? YES\_\_\_ NO\_\_\_

CATEGORY	(A)	(U)	(I)	COMMENTS
Trap Placement: Number of Traps				
Trap Site Selection				
Trap Distribution				
Traps in Stable Location				
Trap Servicing:				
+Traps Functional				
+Serviced on Schedule				
+Traps dated				
Field/Unit Identification				
Lure Removed From Field				
Trap Areas Clear				
Traps Standing				
Map Quality: Field Location				
Field Configuration				
Trap Location				

(A) ACCEPTABLE (U) UNACCEPTABLE (I) IMPROVEMENT NEEDED

LAST DATE CHECKED \_\_\_\_\_

FAILURE TO COMPLY MAY RESULT IN PENALTY AS EXPLAINED IN YOUR CONTRACT.

SIGNATURE \_\_\_\_\_

**ATTACHMENT H****DIRECTIONS TO:**

Regional Workforce Development Center  
 Paul D. Camp Community College  
 Franklin Campus  
 100 North College Drive  
 Franklin, VA 23851  
 757-569-6700

**HAMPTON/CHESAPEAKE:**

Take I-664 to US 58 West exit (Suffolk)  
 Follow 58 West Bypass through Suffolk to Franklin

**PORTSMOUTH:**

Take I-264 to US 58 West (Suffolk)  
 Follow 58 West Bypass through Suffolk to Franklin

**VIRGINIA BEACH:**

Take 44 W to I-264 to US 58 West (Suffolk)  
 Follow 58 West Bypass through Suffolk to Franklin

**RICHMOND:**

- Take I-95 South to Hwy. 35 - Exit 41 (Courtland)
- Bear right onto Hwy. 35 (South). If you need gas, etc, stop at the station just after you get on Hwy 35.
- Follow Hwy. 35 into Courtland (approx. 30 miles)
- Continue straight through "downtown" Courtland on Hwy 58 Business. (In Courtland, Hwy. 58 Bus. and Hwy, 35 intersect). Just after the "downtown area" (near 7-11), Hwy. 58 Bus. Turns into 4 lanes; get into left lane.
- At stop sign, turn left onto Hwy 58 Bypass,
- Follow Hwy. 58 Bypass to Franklin. Approximately 5 miles, (You will see signs for PDCCC)

**FRANKLIN, VA**

- Take Armory Drive exit
- If coming from Suffolk take a right onto Armory Drive at stop sign, If coming from Richmond you would take a left onto Armory Drive.
- You will see McDonalds, Comfort Inn, BP station and Wal-Mart,
- You will go to the fourth stop light and take a left where you will see the College,
- Turn into the second driveway for the Regional Workforce Dev. Center and it is on your immediate left.